



CROSFIELDS SCHOOL

Missing Child Procedure

Person responsible:	Head Master Deputy Head Master
Review Date:	Autumn Term 2020
Next Review Due:	Autumn Term 2021
Related documents:	School Crisis Management Plan Safeguarding & Child Protection Policy Educational Visits Policy KCSIE (September 2020), Annex A

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Systems in place to minimise the risks of a child going missing:

- A register of children is taken at the start of the morning and afternoon session. Children who arrive after morning registration must sign in at the school office.
- Children in Years 1-8 leaving the site for appointments during the day are collected from the main office and must be signed out.
- Children in Reception and Nursery leaving the site for appointments during the day are collected from their classrooms and must be signed out.
- A register for children supervised during Off Games is circulated to all staff daily and taken at Off Games sessions.
- A register of children staying after school is taken at tea; activities and supervised prep.
- Children in Pre-Prep can only go home with a parent or nominated carer for whom parents have given written permission.
- Children in Years 3 and 4 must sign out in Acorns Hall at the end of each day.

- At the end of the day, children in Years 5 to 8 are collected from outside their classrooms; supervised waiting areas in the car parks; specified collection points after co-curricular activities or the supervised waiting area by the flag pole.
- Staff are aware of the number of children present each session and carry out regular head counts.
- Doors are kept closed and where appropriate secured with digital locks.
- In EYFS, wherever possible, when moving between areas, one member of staff must be in front of the children and another at the back ensuring all the children stay together.
- On trips the recommended staff:pupil ratios are adhered to. Within EYFS named children are assigned to individual staff.

Procedures

Child going missing on the premises before 5 p.m.

- As soon as it is feared that a child is missing all children will return to their own classroom for a roll call. **THE BELL SOUND FOR THIS IS FIVE SHORT RINGS.**
- Each class teacher will count and name check the children present against the register.
- Radios will be issued to staff searching for the child.
- Whilst this is happening, any additional staff member(s) will carry out a thorough search of the immediate area and a member of the SLT will be informed.
- A member of the SLT will talk to the staff to find out when and where the child was last seen and record this.
- A member of staff will be posted at the main school gates, which will be closed.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- If the child has still not been found a member of staff will phone the school office. The office will inform the Headmaster and the Bursar. The Bursar will instigate a search of the immediate grounds.
- If the child has still not been found a more extensive search of the grounds will be initiated.
- If after 30 minutes, the child is still missing, the missing child will be reported to the police and the child's parents contacted.
- An investigation will be carried out by the Head and other members of the SLT as appropriate

Child going missing on the premises after 5 p.m.

- As soon as it is feared that a child is missing, the children will be collected in one place and a member of staff will count and name check the children present against the register.
- No-one will be allowed in or out of the school site.
- Whilst this is happening, the other staff member(s) will carry out a thorough search of the immediate area and a member of the SLT will be informed.
- A member of staff will be posted at the school gates, which will be closed.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- If the child has still not been found staff will phone the school office. The office will inform the Headmaster or another member of the SLT and they will instigate a search of the immediate grounds.
- If the child has still not been found a more extensive search of the grounds will be initiated.
- If after 30 minutes, the child is still missing, the missing child will be reported to the police and the child's parents contacted.
- A member of the SLT will talk to the staff to find out when and where the child was last seen and record this.
- An investigation will be carried out by the Head and other members of the SLT as appropriate.

Child going missing when using the school grounds

- As soon as it is noticed that a child is missing, the children are asked to stand with the class teacher who will carry out a headcount to ensure that no other child has gone astray. The accompanying adult will search the immediate vicinity but will not search beyond that.
- If the child is not found, the adult will immediately return to the nearest building and inform a member of the SLT calmly of the number of children missing, their names, their last known location and the current location of the rest of the class.
- The SLT member will inform the school office and the procedures listed above will then be followed.
- If necessary, the Head will send additional staff members to assist the class teacher with returning the children safely to their classroom.

Child going missing on an outing

This describes what to do when staff have taken a group on an outing.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- If the venue has security, staff contact the venue's security who will assist with the search.
- The school office is contacted immediately and the incident is reported to the Headmaster or Deputy Head.
- If the child has not been found after 30 minutes, the missing child will be reported to the police by the Head/Deputy Head.
- Either the Deputy Head or the Head contacts the parent, who makes their way to the school or outing venue as agreed.
- Staff take the remaining children back to the setting.
- A designated staff member may be advised by the police to stay at the venue until they arrive.
- An investigation is carried out by the Headmaster and other members of the senior leadership team as appropriate.

The investigation

- The Headmaster or another representative from the SLT speak with the parent(s).
- Written statements are taken from all the staff in the room or who were on the outing.
- The staff member writes an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

- If the incident warrants, then the whole school Crisis Management Plan will be followed. This decision will be made by the Head.

This policy also applies to EYFS.